

1986 JUN 25; PM 2: 50

Georgia Department of Education

Office of Administrative Services
Twin Towers East
Atlanta, Georgia 30334

Werner Rogers State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr. Associate State Superintendent

MEMORANDUM

T0:

Arvil Ensley

Budget and Accounting Officer

Board of Postsecondary Vocational Education

FROM:

Vickie Oakes. O.

Records Management Officer Department of Education

SUBJECT:

Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
81-7	81-176	81-183
81-8	81-177	81-185
81-51	81-178	81-192
81-71	81-179A	81-226
81-108	81-180A	

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

1. 76-RM-1 - "Scheduling Procedures"

2. 82-RM-2 - "Finance and Fiscal Files Supplement"

3. 82-RM-4 - "Statewide Commons Supplement"

4. 79-RM-1 - "State Records Services Handbook"



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE								
Application Date	Department of Education	Application Number								
Ì	Office of Vocational Education	81-176								
Application Number	Division of Vocational Program Managemen	Date Received Date Completed								
The transfer of the transfer	Atlanta, Georgia	MAR 2 1981 MAR 1 1 1981								
		10/11/2 1001								
2. Person to Contact	Working Title	Telephone Number								
Ray Greeson	Regional Director	656-2550								
3. Action Requested	4	,								
	Schedule; record will continue to accumulate.									
• •	cumulation; no further accumulation anticipated.									
	No Check One: ☐ Change; ☐ Supercec									
4. Dates of Series	5. Records Series Title (followed by title used in office; if di	fferent)								
Earliest Latest	Postsecondary Vocational Education	\								
1978 Present General Correspondence and Reading Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created?										
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?								
The Division of Vocat	tional Program Management provides directio	on, policies and procedures								
for development and o	delivery of Vocational Education; coordinate	tes with local school								
systems and the feder	ral government in all areas of vocational e	education including budget								
preparation; allocate	es grant funds and approves disbursement;	provides technical								
assistance in program	n development; provides liaison and coordin	nation in planning and								
management of vocation	onal programs; recommends certification sta	andards and staff development								
activities.										
		:								
		1								
	1									
	,									
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if any):								
	cresponding with Teachers and Local School terest in postsecondary vocational program									
Included are:										
Routine	correspondence and attachments.									
		,								
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rile is arranged: By Autho	or; then reverse chronologically by date.	·								
8. Monthly Reference Rate	How often are records referred to which are:									
One to six months old	; Seven to twelve months old; Thirteen t	to twenty-four months old;								
twenty-five months and olde	er?									
9. Annual Rate of Accumulation										
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)								
;	,,,,	-								
D 50 74 Do 76	(Over)									

											
YES	NO	10. Questionnaire	(Place an "X	" in the proper $lpha$	olumn)						
х		a. Is this the official copy of the series? If not, where is it?									
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.									
	Χ	c. Is this a vital red	cord?				1				
	X	d. Does this series	d. Does this series have historical or long term research value?								
	X	e. When one or tw documents be s	· ·		necessary to	keep the entire file	e for a long period, cou				
	χ				oublished?	If yes, attach copy.					
	х	g. Is the information contained in this series ever published? If yes, attach copy. g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?									
	ξ! _ X		If yes, attach copy. h. Is there a duplication of this series in your office, or in another office or agency?								
	<u>```</u>		a maior portio	on of it) regularly	microfilmed						
	X			a computer prin							
11. (Retent	tion Requirements	1 The	e following requir	es the series	to be kept:	÷	· · · · · · · · · · · · · · · · · · ·			
	a. Sta	te Law		years.	d.	Audit period		years.			
		tute of limitation	>	years.		Administrative nee	d	2years.			
'	c. Fed	deral law	<u></u>	years.	f,	Federal retention in	nstructions	years.			
,	Attach	n copy or excert of la	ws or regulatio	ns. Explain admi	nistrative ne	ed.		:			
		•		• .	· ·						
		Marine Control	, . i		· •						
				:							
12. /	Appro	ved Disposition Instru				ne file series be cut oner:	off at the end of each:	then,			
	Z) Ho	ld in the current files	area	month(s)	2 year	(s); then		i v			
		ansfer to local holding									
[ansfer to State Record	ds Center; hold	yea	r(s); then	•					
l '	_	stroy. Ansfer to State Archiv	es for permane	nt retention		l.					
i		her (Specify)	os for pormano				·				
	Ëa	ırlier destruct	ion is aut	horized.		· · · · · · · · · · · · · · · · · · ·		•			
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,	These	instructions apply to	all prior and fo	uture accumulatio	ons of the se	ries.					
Agen	су Не	ad/Designee (Signati	ure)	Date	Records A	Management Officer	(Signature)	Date			
L N	41	9. a. Lou	iscejus	3-2-81	Wa	lker L. E	Baumgardn	er 3-2-81			
		•	jus		St	ate Records Comm	ittee (Signature)	Date			
Recommendations in paragraph 12 are approved.		State Aud	itor/Designee		m K	Lucy	3-11-81				
	sappro planat	oved, attach letter tion.)	Secretary of State/Designee		Carroll His			3-10-81			
	,					111118		3-11-81			

(Reverse Side)

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